

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR01310450  
POSITION NO: 243361  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 07/13/15  
CLOSING DATE: 07/24/15

**Office Specialist**

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DEPARTMENT NAME / WORKSITE: DNR/Navajo Land Department/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: AB58A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: ☐ NO. OF HRS./WK.: \_\_\_\_\_ \$ 24,128.00 PER ANNUM

SEASONAL: ☐ DURATION : \_\_\_\_\_ \$ 11.60 PER HOUR

TEMPORARY: ☐ \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Screens telephone calls, routes calls, and takes messages, greets and directs visitors as appropriate; responds to routine questions from the public; directs people to appropriate sources; provides public with specifics such as program information; researches and responds to requests for general information; composes, types and edits correspondence, reports, records and forms; enters and verifies data in a computerized system and prepares reports from personalized data; compiles reports; identifies sources and extracts necessary information; performs specialized calculations The Office Specialist position requires an extensive knowledge of computer software, practices, methods, and confidential of files to be recorded in the General Leasing Regulation (GLR) for recordation of Navajo Land records. The GLR has high security which will require clearance of the position to comply with the Federal record document control, US Department of Interior and the BIA Southwest Regional Title Plant in Albuquerque, NM is the most difficult. All other duties assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

**Preferred Qualifications:**

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Work requires lifting and carrying paper, supplies and materials weight up to 25 lbs.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**